



## **What you should recycle:**

*The following items should go in your desktop recycling box & in the communal office recycling bin:*

*White letterhead, bond, tablet & copy paper  
Green & white barred computer paper  
Manila & regular envelopes, with & without windows  
Colored Paper & yellow legal pad paper  
Newspapers & Magazines  
"Post-It Notes" (all colors)  
Business cards  
File folders  
Index cards  
NCR forms  
Fax paper  
Pamphlets & brochures*

### **Non-Recyclable Items:**

*Carbon paper  
Cardboard  
Copier paper ream wrappers  
Hard or plastic cover books  
Food wrappers & bags*